



# Checklist:

## EVENT PREPARATION

- \_\_\_ Have your event plan reviewed and approved by the Environmental Services Division by calling Martie Solomon at (619) 691-5122.
- \_\_\_ Mail out pre-event vendor letters as part of your vendor packet (Attachment 2).
- \_\_\_ Hire adequate staff to pick-up litter, empty trash bins and collect recyclables during event (estimate no less than 2 per 1,000 attendees).
- \_\_\_ Contact the City's Public Works Department at 619-397-6100 to arrange for street sweeping service and for pricing information. Street sweeping must be done within two hours after the event.

Once Environmental Services Division approves your plan, contact Allied Waste Services at (619) 421-9400 for pricing on the trash and recycling services needed for your event.

## DAY OF EVENT

- \_\_\_ Distribute litter and recycling containers throughout the event 1/2 hour before it starts including parking areas and the walk to and from. These containers will be at various locations along the venue for ease of distribution.
- \_\_\_ Place recycling and trash containers side by side (twinning) in convenient locations.
- \_\_\_ Make sure that food and beverage booths have an adequate number of containers.
- \_\_\_ Hand out day of event letter to vendors (Attachment 3).
- \_\_\_ Give the vendors plastic bags (vendor trash/recyclables should NOT go in the litter bins).
- \_\_\_ Collect full trash bags and cardboard from vendors.
- \_\_\_ Ensure that hired staff is maintaining the venue and keeping it litter free.
- \_\_\_ Recycle steel, glass and aluminum rigid food and beverage containers, and  or  plastic containers, corrugated cardboard and any paper not contaminated by food.

## AFTER IT'S OVER

- \_\_\_ Collect all recycling bins and transfer material into recycling carts.
- \_\_\_ Remove trash left over from vendors at the end of the event.
- \_\_\_ Do a sweep of the event area and make sure the grounds are free of trash.
- \_\_\_ Relocate the recycling and trash containers back to the same locations throughout the venue where they were delivered for Allied Waste Services to pick up.
- \_\_\_ Make sure that all white recycling bins are locked to avoid contamination.
- \_\_\_ Do a final sweep of venue and parking areas to ensure that all vendor trash has been removed and that the event grounds are free of trash and ready for street sweeping.

ENVIRONMENTAL SERVICES DIVISION

Public Works Department • 1800 Maxwell Road, Chula Vista, CA 91911 • (619) 691-5122

# Recycling and Waste Reduction Planning

FOR

## LARGE VENUES & SPECIAL EVENTS



Don't throw your profits out  
with the trash!

Funded by a grant from the California Department of Conservation,  
Division of Recycling  Printed on 30% post-consumer content paper.



# What to Recycle

## CORRUGATED CARDBOARD

- Flatten and set empty boxes aside for recycling. Recycling will cut disposal costs and may even generate revenue.



## BEVERAGE CONTAINERS

- Many aluminum cans, glass and plastic bottles have a California Refund Value (CRV)
- Redeem containers at a certified recycling center. To find a center near you, visit [www.bottlesandcans.com](http://www.bottlesandcans.com)
- Not every container is a CRV container. Look for "CRV" on the label to ensure recyclability. For complete details access the Department of Conservation website at [www.concrvca.gov](http://www.concrvca.gov).



## PAPER

(pamphlets, fliers, brochures, programs, tickets, receipts catalogs, etc.)

- Keep recyclable paper clean and dry.
- Reduce paper use by printing on both sides.



# Why Recycle?

## It's the law.

**AB939:** The California Integrated Waste Management Act (AB939) requires all cities to reduce the amount of solid waste disposed at landfills by 50% by the year 2000. As part of this law, recycling and waste reduction strategies are required to be incorporated at all events where waste may be generated.

**AB2176:** California Law (AB2176) requires all large venues and events to implement programs to reduce the amount of waste going to our landfills. Large venues and events (as defined in the law) must plan for solid waste reduction and annually report the progress of their recycling and waste reduction programs upon request of the local government in which they are located. For additional information on the law regarding large venues and events contact the California Integrated Waste Management Board website at [www.ciwmb.ca.gov](http://www.ciwmb.ca.gov).

**CVMC 8.25.050 - Mandatory recycling:** It shall be mandatory for all generators of residential, commercial, and industrial recyclables in the city to separate from refuse, for recycling purposes all designated recyclables and otherwise participate in recycling as described by this chapter.

# Tips for a Successful Event:

## Recycling During Your Event

*Encourage people to think before they throw.*

While public awareness about recycling is improving, many people attending special events tend to toss trash in the nearest container or on the ground. Create opportunities for participants to recycle at your event/venue by providing recycling containers that are:

- Colorful and eye-catching or marked differently from trash containers.
- Clearly labeled for recycling
- Made with a small opening for recyclables only
- Anchored and locked securely
- Monitored and serviced frequently to prevent contamination and scavenging
- Placed near trash containers to avoid trash being deposited in the recycling container

## Buy Recycled Products

*Be prepared to face a few recycling challenges.*

Remember the financial, environmental, educational and promotional rewards that can be derived through the development of a thorough recycling plan are well worth the effort. Close the loop! Remember, you are not truly completing the recycling process until you buy products made from recycled material and use products that can be recycled.

- Purchasing products made with recycled materials
- Printing your event letters, brochures, posters and other advertising materials on recycled paper.
- Using paper products such as napkins and bags made from recycled material

## Recycling Behind The Scenes

"Behind the scenes recycling" is an effective way to capture materials that never reach the public area of your venue. Require, or work closely with, the sponsors and vendors of your event to ensure the recycling of their own waste materials. Items used in production areas such as cardboard, plastic beverage bottles, glass and aluminum cans can easily be recycled and should represent a key element in your recycling plan.

YOUR COMMUNITY.  
YOUR ENVIRONMENT.  
YOUR CHOICE.

[www.chulavistaca.gov/clean](http://www.chulavistaca.gov/clean)

